**Sample Regret Letter**

<Date>

<Applicant’s Name>

<Address>

Dear <Applicant’s Name>,

Thank you for your interest in working with Kapi’olani Community College. We appreciate the time you took to apply for the <Position Title>, Job Order #, we have however, selected another applicant whose prior experience is more pertinent to our needs at this time. We hope that you continue to pursue other opportunities within the University of Hawai’i system, which will further your career goals.

We appreciate your interest in applying for this position and wish you success in your future endeavors.

Sincerely,

(Administrator/Unit Head Name)

(Administrator/Unit Head Title)